

RATIFIED BY:

THE ENERGY REGULATORY COMMISSION
OF THE REPUBLIC OF ARMENIA

RESOLUTION No. 58

DATED: 13 November, 2001

PROCEDURES

**for the Organization and Conduct of the Internal Meetings of the Energy
Regulatory Commission of the Republic of Armenia**

1. General Provisions

- 1.1. The Energy Regulatory Commission of the Republic of Armenia (hereafter referred to as the Commission) shall organize its activities through internal meetings.
- 1.2. The meetings shall convene on “as needed” basis, but not less frequently than once in a month.
- 1.3. The corresponding Commission Department shall make an announcement about the location, the time and the agenda of the internal meetings. The Commission shall provide an opportunity for the interested parties and the representatives of the public to take part in its meetings, present information and deliver speeches.
- 1.4. The Commission meetings are open, except for the instances when the Commission is reviewing an issue that is under court proceedings, represents a matter of national or business confidentiality or is an internal procedural issue related to the Commission.
- 1.5. Within the scope of its jurisdiction, the Commission shall make decisions in an open voting process.
- 1.6. All normative legal acts and documents adopted during a Commission meeting shall be published in the Reference Book of Ministerial Normative Acts of the Republic of Armenia.

2. Arrangement and Conduct of the Internal Meetings

- 2.1. Organizational activities for the arrangement and conduct of the Commission's internal meetings shall be carried out by the corresponding Commission Department responsible for carrying out such activities, and in accordance with the rules and procedures approved by the Commission.
- 2.2. The draft of the resolution to be forwarded for review by the Commission's meeting shall be prepared by the corresponding Commission Department responsible for such activities, and in accordance with the rules and procedures approved by the Commission.
- 2.3. The draft of such resolution shall be priorly presented to and signed by the Heads of the Commission Departments. If any one of the Department Heads has any comments or recommendations regarding the draft, he or she shall forward such comments and recommendations to the Head of the Department responsible for the preparation of such draft.
- 2.4. In instances when the Head of the Department responsible for the preparation of the draft does not take into consideration the presented comments and recommendations prior to the Commission meeting, then he or she shall be required to inform about that the Head of the Department submitting such comments and recommendations.
- 2.5. If needed, the Head of the Department submitting the comments and recommendations may forward a report to the Chairman of the Commission proposing to conduct preliminary discussions prior to the review of the issue at the Commission meetings.
- 2.6. If after such preliminary discussions the Head of the Department submitting comments and recommendations still insists on his or her point of view, then those comments and recommendations (or a part of them) shall be attached to the draft of the resolution and forwarded for review at the Commission meeting, along with all justifying documents.
- 2.7. The Head of the Commission Department responsible for the preparation of the draft, shall forward the draft of the resolution and the list of the invited parties to the Chairman of the Commission, along with the above report.
- 2.8. The Head of the Commission Department responsible for the preparation of the draft, shall forward the draft of the resolution initially approved by the Chairman of the Commission to the Head of the Department responsible for the arrangement and conduct of the Commission meeting.
- 2.9. The Head of the Department responsible for the arrangement and conduct of the Commission meeting, shall draft and forward for the Chairman's approval the Agenda of the meeting. The Chairman of the Commission shall approve the Agenda of the meeting and shall assign the date and time of the meeting.

- 2.10. The Head of the Department responsible for the arrangement and conduct of the Commission meetings, shall forward copies of the approved Agenda and the drafts of the resolutions included in the Agenda to the Commissioners, advisors, Department Heads and other participants, along with the copies of all justifying documents.
- 2.11. The Commission Department responsible for the arrangement and conduct of the Commission meetings, shall inform the interested party (or parties) or its (their) authorized representative (or representatives) about the location, the date and the time of the upcoming meeting.
- 2.12. A Commission meeting shall be considered valid if at least three of the Commissioners are participating, including the Chairman or the Deputy Chairman, and in case of their absence or inability to accomplish their official duties, the Commissioner with the most seniority.
- 2.13. The Chairman of the RoA Energy Regulatory Commission will be chairing the meetings. In the Event of his absence the meetings will be chaired by the Deputy Chairman. When the Deputy Chairman is not available or is unable to accomplish his/her official duties, the Commissioner with the most seniority shall replace the Deputy Chairman.
- 2.14. The participants of the Commission meeting shall be allowed to deliver their speech upon the consent of the person chairing the meeting.
- 2.15. The person chairing the Commission meeting shall have the right to restrict the duration of speeches.
- 2.16. The Head of the Department submitting comments and recommendations on the draft of the resolution forwarded for the Commission's review, shall be given the right to speak.
- 2.17. A resolution shall pass, if at least three of the Commissioners vote for it. The person chairing the Commission meeting shall vote in the last place.
- 2.18. The Minutes of a Commission meeting shall be taken by the corresponding Commission Department responsible for carrying out such activities, and in accordance with the procedures approved by the Commission.
- 2.19. All adopted resolutions and the Minutes of the meeting, signed by the Department Heads, shall be forwarded to the Chairman of the Commission for signing at least 3 (three) days after the meeting, unless otherwise decided by the meeting.
- 2.20. The Commission Department responsible for the preparation of the draft resolution shall send a copy of the resolution signed by the Chairman of the Commission to the interested party (or parties) within 5 (five) working days.

- 2.21. If the Commission is going to review an issue that represents confidentiality, the list of the participants, except for the Commissioners, shall be determined by the Chairman of the Commission.
 - 2.22. Ad hoc meetings may be convened to discuss issues of utmost urgency. The ad hoc meetings of the Commission shall be convened upon the Chairman's order, at the initiative of any of the Commissioners or Department Heads.
 - 2.23. Ad hoc meeting of the Commission shall be conducted in accordance with the procedures and agenda established by the Chairman of the Commission.
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